

PERFORMANCE MEASUREMENT COUNTIES

Advisory Meeting

January 11, 2000 @ 10:00 A.M..

Human Resources Building

1325 J Street, Room 1519

Sacramento, California

SUMMARY

1. Welcome-Joeana Carpenter welcomed all the county representatives to the meeting. Joeana asked Hector to report on the change to the meeting format. Hector reported and the majority of representatives agreed that they would change future meeting locations of the PMC. Effective with the February 9, 2000 meeting, the meeting site will be changed to the Hungry Hunter Restaurant located at: 450 Bercut Drive; exit off at Richards Blvd. From Interstate 5. This will allow the PMC the opportunity to have lunch facilities.
2. Agenda Review-Joeana Carpenter reviewed the agenda and several new items were added.
3. Summary Review-Joeana Carpenter asked for any revisions to the summary. None were reported.
4. Due Dates/Deadlines—Hector Hernandez thanked all the PMC supervisors for getting in the data reconciliation cases and meeting the final FFY 99 federal transmission deadline. He asked all the representatives to send their cases in on a flow basis. It was noted that previously counties had been asked to submit cases in groups greater than one case. (Subsequent to the meeting I checked with my staff and was informed that several months ago when there had been transmission problems counties had been asked to send cases in groups of 10 cases. However, this was only during the transmission problems. Our preference is to receive the work on a flow basis.)
5. QDS update-Richard Trujillo reported that version 22 was released for the 10/99 sample. Richard asked everyone to check the sign in list to make sure the Taskforce had everyone's correct e-mail addresses and the actual physical site of their office. Hopi asked that the Taskforce develop a special e-mailing list for the PMC. It was agreed to ask Frank Andersen about this possibility. In addition, Richard reported that a bulletin had gone out to all the PMC counties regarding not submitting their 10/99 cases due to the Custodial Parents Special Project. As a result of this special project, further changes to the software were needed and a new version would soon be released that would activate the appropriate fields.
6. Data Builders Presentation-Jay Wilmer, Richard Wilmer presented the latest version of the Q5I for the PMC supervisors. They provided a handout on the latest development. In addition they reported that they were moving their office to larger quarters in Temecula. They had experienced some problems with the phone and electric companies in making their move. They handed out instructions to all counties on how to change the phone number to SAFE. Their move will take place on Friday January 14, 2000.
7. Q5I update-Hector Hernandez reported that work continues on the Q5I. He reported that he is reconsidering the scope of the beta test in light of the workloads reported by the counties. He wants as many of the PMC counties to participate as possible but he recognizes the workload impact. He will consult with Data Builders and report at the next meeting.
8. County Strategies for Best Practices –This item was tabled for next time.
9. Field Operations Presentation-Pete Flores reported for the bureau. He stated that the current state original Food Stamp error rate is 9.4% but at this time they cannot predict what the final regressed error rate will be. The FNS has identified 32 Food Stamp federal differences for FFY 99 and they have not completed their review of FY 99 cases. There will be more Food Stamp federal differences in 1999 than in 1998. Pete reported that as a result of the DOB reorganization the case review function of the FOB analyst has ended. FOB will no longer review any county Food

- Stamp cases. Pete reported that Kris Waters is now heading the Corrective Action Unit, Linda Mesman-Poirot is heading the Special Projects unit. The QC units are being headed up by Ron Morgan, Jerry Parker and Pete Flores. Several PMC supervisors expressed their concern that there is no central location for DOB/FOB to provide them with Food Stamp information and issues. They didn't like the idea of receiving this information at the county groups (Bay Area, Southern Counties and Valley Group) and wanted Pete to attend the meetings and provide updates on Food Stamps. Pete said he would forward their concerns. He stated that for any Food Stamp questions to call Mike Bowman-Jones. The county representatives asked how all counties would be given the same information that Mike provided? It was suggested that perhaps every time Mike answers a question he can send an e-mail to all the counties. Pete said he would forward the suggestion. Pete also reported that in conversations with FNS, they had reported that Food Stamp cases are not being well documented in those situations where the coding alone is not sufficient. As a result Pete shared a draft transmittal that provides guidelines on how to document special situations. Since this was such an important matter, the PMC supervisors asked that FOB provide training to the counties. They felt that releasing the transmittal was not enough. Also, the PMC supervisors asked for training and feedback from the FNS. Pete reported that FNS staff has travel restrictions and cannot travel. It was suggested that the Bay Area group invite Lisa Kim to their meeting for discussion of this matter. Pete will report next month.
10. TANF/CalWORKs—Karen Crum reported on the second publication for TANF. Karen reviewed the tables from the publication and discussed the findings. Copies of the report were distributed and the publication can now be found on our web page.
 11. Sample Month—Richard Trujillo reported that at a previous PMC meeting it was decided that the report month would be the sample month. Subsequent to this agreement, several counties had reported that due to the extended filing period for late CA-7's a delay in completing some of the cases could occur. Discussion followed on how many cases were involved in this situation. It was suggested that it be changed to reflect the budget month CA-7 as the month used by reviewers. It was decided that Warren Ghens will research to see if we can change our review procedure and report back at the next meeting. For now, continue with previous instructions. Also, a question on what is the best day of the month to assign cases was discussed. A discussion of how to treat cases that receive no services and no cash grant occurred. Follow-up at the next meeting.
 12. Questions and Answers—Richard Trujillo requested that questions be submitted on a flow basis and in writing to him for the next meeting. Daphne suggested that each county workgroup prepare a list of their group's questions and forward them to Richard for discussion at the next PMC meeting. In addition, Richard reported that a workgroup is being created to review edits and the findings of the recent reconciliation project. The purpose would be to add new edits and correct those that create confusion for the reviewers. PMC supervisors appointed to the group are Gerry Greer, Donna Laird and Pam Neely. A discussion of obtaining further clarification on dropping cases was tabled until the next meeting.
 13. Disposition Reports—Hector Hernandez reported that once all four FFY 99 quarters are transmitted to the federal agencies, new disposition reports will be produced for all the counties. He will try to have them to all PMC supervisors no later than January 24, 2000.
 14. Data Reconciliation—Hector Hernandez thanked everyone for assisting in the cleanup of the July 99 cases. Results and findings will be shared at the February meeting.
 15. Communication—Frank Andersen was asked about creating e-lists that would transmit messages to all PMC supervisors on all questions sent to the Taskforce. Frank indicated he would look into this possibility and meet with county representatives into the possibility of doing this. He will report back at the next meeting.

16. Reports—Daphne expressed concern of not being able to compare her individual county results with other counties and the state overall. She wanted to know if there was a list of all of the reports Karen Crum prepares. As Karen was not at the meeting at this time Daphne agreed to call Karen. Joeana and Frank reported that all of the tables shown in the two publications the Taskforce has released is everything Karen has produced. Daphne also wanted to know whether it was possible to get monthly Food Stamp results. Pete informed her that he would provide this information in the future.
17. Annual Conference—Daphne asked whether the PMC supervisors wanted to schedule an annual conference this year. The consensus was that an conference was needed. It was agreed to return to San Luis Obispo and meet at the Embassy Suites. Daphne shared some possible dates and a final date will be chosen next month.
18. Next meeting—Wednesday February 9, 2000 starting at 10:00 A.M. at the HUNGRY HUNTER RESTAURANT LOCATED AT: 450 Bercut Drive, Sacramento. Exit at Richards Blvd. From Interstate 5.